



WARRIGAL ROAD STATE SCHOOL

Email : enrolments@warrigalroadss.eq.edu.au

Phone : 3340 5333

A STEP-BY-STEP GUIDE TO ENROLLING A STUDENT IN PREP - YEAR 6 WHEN YOU RESIDE WITHIN THE CATCHMENT AREA

✓	STEP	PROCEDURES
	1	DOWNLOAD the <i>Application for Enrolment Form</i> from the Enrolment tab on our website www.warrigalroadss.eq.edu.au .
	2	<p>PRESENT in person to the school office and bring with you:</p> <ul style="list-style-type: none"> • The completed APPLICATION FOR ENROLMENT FORM; • ORIGINAL BIRTH CERTIFICATE /PASSPORT of child, <i>if born in Australia and Australian citizen; (Official birth certificate is required, commemorative certificates are not acceptable as not recognised as a legal document)</i> • PASSPORT of child, <i>if not an Australian citizen</i> and current Visa. please note on enrolment form date arrived to reside in Australia; • PASSPORT OF PARENTS, <i>if not born in Australia and current Visa</i> • PROOF OF RESIDENCE within catchment area (see below).
	3	<p>We require proof that you are a PERMANENT RESIDENT WITHIN THE CATCHMENT AREA, via the documents mentioned below to be provided with parent name and current address:</p> <ul style="list-style-type: none"> • <i>If you OWN THE PROPERTY – (you must reside in the property)</i> <p>Supply the original, most recent BCC Rates Notice <u>and</u> Electricity Bill and Driver's Licence.</p> <ul style="list-style-type: none"> • <i>If you are RENTING THE PROPERTY</i> <p>Supply the current original Rental Tenancy Agreement Form, Official RTA Bond receipt <u>and</u> most recent Electricity Bill plus:</p> <ul style="list-style-type: none"> • THREE (3) FORMS of proof of permanent residence at the address (preferred items): <ol style="list-style-type: none"> 1. Drivers Licence 2. Car Registration 3. Car Insurance <p>PLEASE NOTE: <i>If you reside in a rental property, your name must appear on the Rental Tenancy Agreement (RTA).</i></p>
	4	<p>ALL ORIGINAL DOCUMENTS must be brought to the school office.</p> <ul style="list-style-type: none"> • Copies will be made and originals will be returned to you. • After the requested documents are copied, an ENROLMENT INTERVIEW will be made with a deputy principal, for the student and parent.

		<ul style="list-style-type: none"> • If applying for enrolment for the following year, eg Prep, we may ask you to provide the most recent bills as further proof of long term residence prior to commencing. • The prep enrolment interview process will occur later in the year prior to commencing.
5		<p>We require EXTRA PROOF below, if you are an APPLICANT RESIDING WITH AN IMMEDIATE FAMILY RELATIVE WHO IS THE OWNER OF THE PROPERTY.</p> <p><i>If the owner of the property is not residing in the house, a RENTAL TENANCY AGREEMENT will be required between the owner and the resident.</i></p> <ul style="list-style-type: none"> • The immediate family member who <u>owns and lives</u> in the property to supply the original, most recent BCC Rates Notice and Electricity Bill for the property. A STATUTORY DECLARATION (signed and stamped by a Justice of the Peace) is also to be completed by the owner of the property who occupies and name appears on the BCC Rates Notice and Electricity Bill. This is to declare the person owns and resides in the property and the person wishing to apply for the child's entrance into the school (names included), will be a permanent resident in the property for a period of at least twelve months from the date of commencement at school. • A STATUTORY DECLARATION (signed and stamped by a Justice of the Peace) is to be completed by the parent to declare that you are residing permanently in the premises owned and occupied by the person on BCC Rates Notice and Electricity Account. The family will continue to do so for a period of at least twelve months from the date of commencement at school. <p>Also to be provided SIX (6) FORMS of proof of permanent residence at address in one enrolling parent name.</p> <p><i>These must include:</i></p> <ol style="list-style-type: none"> 1. Drivers licence 2. Car registration 3. Car insurance <p>PLUS</p> <ul style="list-style-type: none"> • THREE (3) EXTRA forms of official documentation accepted may include: <ul style="list-style-type: none"> ▪ Healthcare care ▪ Contents insurance ▪ Bank statement ▪ Credit card statement (from different bank) ▪ Centrelink notification ▪ Mobile phone account ▪ Internet account ▪ Medicare statement ▪ Voting card from the electoral commission
6		<p>Please notify the office IMMEDIATELY if your child will not be attending this school. Telephone 3340 5333.</p>